

Response to Inquiries on RFP #2221, Visitation Services for Rapid City CPS

1. Does the facility have to be one of its own or can it be connected with a current office?

The facility can be on its own or connected to a current office; there is no specific requirement in this regard as long as the requirements in section 3.1 of the RFP are met.

2. What was the granted amount in previous years?

The number of visits for FY11-FY13 is outlined in the RFP section 3.0:

In Fiscal Year 2011, the vendor provided 588 supervised visits (1053 hours) for 264 families. In Fiscal Year 2012, the vendor provided 654 visits (1035 hours) for 329 families. In Fiscal Year 2013, the vendor provided 377 visits (585 hours) to 142 families. These services were in addition to the visits provided to families by the Division of Child Protection Services outside of the contract.

3. Is there a max amount that can be granted?

The maximum of the current contract for FY15 is \$30,000.00. Billable services would include hours for actual supervision of visits and orientation for new visitors. Paperwork time, upkeep of the facility, and correspondence with CPS staff are not billable services.

4. How many rooms must be available for visitations?

The requirement is for more than one visit to occur simultaneously. Therefore, at least two visitation rooms would be needed.

5. What is required for the audio/visual recordings?

A system is needed that is capable of having a discreet indoor dome camera mounted in each visitation room while providing monitors and audio equipment for staff to observe and listen to visits from another room. This system must accurately and clearly capture audio and visual and be capable of recording the visit on a DVD.

6. Would it require security cameras/alarm system for the office?

This is not a requirement of CPS. This would be an individual decision of the vendor as the vendor deems appropriate or necessary to provide a safe environment for visitation.

7. Would this be something that is offered 24/7?

No. The RFP states flexible scheduling that can occur outside the course of a normal business day to include evening and weekends are needed. The vendor may set their own hours; however, the vendor would need to be flexible according to the needs of the families being served. While children would not be attending visits late into the evening, some visits may include weekday evenings until 8 PM, as well as some occasional Saturday or Sunday visits.

8. How many employees are preferred?

The state does not specify how many employees are preferred as this would be somewhat dictated by the circumstances of the vendor and how many visits were occurring simultaneously, with the expectation that each visit is closely monitored and that there are sufficient staff to manage any situations that may arise before, during or after visits.

9. Within the grant, are there specific questions that need to be answered and addressed?

The RFP provides the expectations of what is to be included in the proposal within sections 3, 4, 5, 6, and 7 of the RFP.

10. Does the employee need to have certain degree qualifications?

No. However, employees must meet the criteria set forth in section 3.1.2 of the RFP.

11. Can another agency provide the facility and we provide the staff?

Yes. The winning vendor may rent a location or subcontract a location with another agency as long as this location is pre-approved by the Department. The details of this agency and the location would need to be included in the proposal.

12. In section 1.4 of the RFP, it indicates the due date of the proposal is March 3, 2014 but the cover page and section 1.3 state the due date is March 10, 2014. What is the actual due date?

March 10, 2014.